

# STUDENT EVENTS ADVISORY BOARD

CLUB OR ORGANIZATION: Turning Point USA  
 EVENT: Culture War with Charlie Kirk EVENT DATE: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_ SEAB ATTENDANCE DATE: 8/14/19

University Department	Approval Yes No N/A	Pending Information	Department Follow-ups	Email Contacts
ASUN Center for Student Engagement	✓	Tickets, Security	___ SEAB Submission Needed ___ Follow-up Meeting Required	<a href="mailto:clubs@unr.edu">clubs@unr.edu</a>
ASUN Sound & Lights	✓		___ Reservation Needed ___ Sound Assessment Required	<a href="mailto:hfarra@unr.edu">hfarra@unr.edu</a>
Joe Crowley Student Union	OS		___ Reservation Needed ___ Follow-up Meeting Required	<a href="mailto:csures@unr.edu">csures@unr.edu</a>
Mathewson -IGT Knowledge Center		A	___ Reservation Needed ___ Follow-up Meeting Required	<a href="mailto:itadmin@unr.edu">itadmin@unr.edu</a>
University Scheduling	✓		___ Reservation Needed ___ Follow-up Meeting Required	<a href="mailto:scheduling@unr.edu">scheduling@unr.edu</a>
Fitness and Recreational Sports		RA	___ Reservation Needed ___ Follow-up Meeting Required ___ Field Staff Required	<a href="mailto:sheenah@unr.edu">sheenah@unr.edu</a> <a href="mailto:ikartin@unr.edu">ikartin@unr.edu</a>
Facilities Maintenance Services (FMS)		XX	___ Work Order Needed	<a href="mailto:troy Morris@unr.edu">troy Morris@unr.edu</a> <a href="mailto:mhiggins23@unr.edu">mhiggins23@unr.edu</a>
Risk Management			___ Liability Waivers Required ___ Insurance Certificate ___ Safety Plan	<a href="mailto:bcnrisk@unr.edu">bcnrisk@unr.edu</a>
UNRPD	✓		___ # of UNRPD Officers ___ # of Security Officers ___ Officers to Patrol Event	<a href="mailto:ejames@unr.edu">ejames@unr.edu</a>
Parking Services	✓	let's talk about parking	___ Parking Required	<a href="mailto:simonds@unr.edu">simonds@unr.edu</a>

SEAB Comments: Event time 7 PM-8:30 PM. Expected attendance at 500 but expecting more people. Using ballrooms A and B might use C. ASUN marketplace for tickets as option. Will be live streaming event. Might request parking for event: 500-900 4-8 security / maybe police

Our event is approved when all departments listed above have initialed Yes or N/A. Please be sure to follow-up with the pending information and areas checked off above. If you have a question pertaining to a specific department, please contact the corresponding email addresses.

If you have additional questions, email [clubs@unr.edu](mailto:clubs@unr.edu)

Joe Crowley Student Union  
University of Nevada, Reno  
Mail Stop 056  
Reno NV 89557-0074

775-784-6505 / 775-784-1859



## Reservation Confirmed

Group	Reservation: 55484
<div>██████████</div> <div>Turning Point USA</div> <div>United States of America</div>	<div>Event Name: Culture War with Charlie Kirk</div> <div>Status: Action Needed: Submit Details</div> <div>Phone: 5306130241</div> <div>Event Type: Lecture/Panel/Workshop</div> <div>Event Coordinator: Drew Johnson</div> <div>2nd Contact: Mark Cota</div> <div>Phone: 8062069686</div>
Bookings / Details	Quantity Price Amount

The below listed reservation is now confirmed. No further action needed.

Additional changes may be made, without penalty, up to (2) business weeks in advance of the event date.

### Food Service

The university-contracted food service shall have the exclusive right to provide food service on the university campus. For exclusions/exceptions please refer to the Food Services provision of the University Administrative Manual : <https://www.unr.edu/administrative-manual/5000-5999-general-university-services/scheduling-university-facilities/5312-food-service>

Diagram (Due Date: 9/23/2019)

*Please review the diagram created for this event and provide update/changes by the listed due date.*

<https://diagram.socialtables.com/diagram/3ec96bbe-f650-4739-9830-5be70ef54779>

*For events with multiple rooms location, please utilize the tool in the lower left-hand corner to navigate to each diagram.*

*Note: Google Chrome is the preferred internet browser for Social Tables software.*

### Monday, October 7, 2019

12:00 PM - 12:00 AM Culture Wars with Charlie Kirk- Ticket Pickup  
(Confirmed) CSU 309F - The Box Office

See Diagram/Remarks

Operations Services:

Operation Notes

1

## Bookings / Details

Quantity Price Amount

*This space will be used to pass out tickets starting at 12:00pm.***6:30 PM - 11:00 PM Culture Wars with Charlie Kirk (Confirmed) CSU 300 -  
Graduate Student Lounge Pre-function**

See Diagram/Remarks

Operations Services:

Operation Notes

1

*Place (1) skirted conference room table near stairwell.*

6' Conference Room Tables

1

Black Table Skirts

1

*The Student Union does not skirt tables with food. If you wish to have a food table skirted, please contact Silver and Blue Catering at 775-784-6143.***6:30 PM - 11:00 PM Culture Wars with Charlie Kirk (Confirmed) CSU 308 -  
The Heart**

See Diagram/Remarks

Operations Services:

Operation Notes

1

*Place (1) skirted conference room table with (2) black chairs next to the glass wall.*

6' Conference Room Tables

1

Black Chairs

2

Black Table Skirts

1

*The Student Union does not skirt tables with food. If you wish to have a food table skirted, please contact Silver and Blue Catering at 775-784-6143.***6:30 PM - 11:00 PM Reserved - Culture Wars with Charlie Kirk (Confirmed)  
CSU 309 - Theatre**

See Diagram/Remarks

Operations Services:

Operation Notes

1

*Space will be used to hold community members until they they receive confirmation they can move upstairs.*

Audio/Visual Services:

Audio/Visual Notes

1

*No AV is required in this space.***6:30 PM - 11:00 PM Reserved - Culture Wars with Charlie Kirk (Confirmed)  
CSU 402 - Meeting Room**

See Diagram/Remarks

Operations Services:

Tensa Barriers (Events)

15

Operation Notes

1

*See diagram.***6:30 PM - 11:00 PM Reserved - Culture Wars with Charlie Kirk (Confirmed)  
CSU 403 - Great Room**

See Diagram/Remarks

Operations Services:

Tensa Barriers (Food Court)

12

## Bookings / Details

Quantity Price Amount

## Operation Notes

1

See diagram

6:30 PM - 11:00 PM Culture War with Charlie Kirk (Confirmed) CSU 419 - Milt  
Glick Ballroom Exclusive

Theater for 621

## Activity Schedule:

12:00 PM Ticket pickup begins at JCSU Box Office  
 3:00 PM Turning Point USA Arrival  
 4:00 PM Charlie Kirk Arrival to campus (Estimated)  
 4:00 PM Barricade setup on Gateway Plaza  
 4:30 PM Develop lighting cues  
 4:45 PM Charlie Kirk Tech Test (Estimated time)  
 5:00 PM UNR PD Arrival to JCSU  
 5:30 PM UNR PD Sweep 4th Floor  
 6:30 PM Doors open  
 7:00 PM - 9:00 PM Event run time  
 8:00 PM No 4th floor entry to anyone.  
 10:30 PM Sponsor departure (estimated)  
 11:00 PM Sponsor Departure

## Operations Services:

## Operation Notes

1

See diagram: Place (621) black chairs in a theatre setup. Using (6) stage segments create a 18' x 12' stage. Place (1) set of stage stairs on each side of the stage. Place (1) podium on the stage left side of the stage. Place (2) ballroom 6-foot tables on the back of house Ballroom B wall for techs place (2) black chairs at each table. Place (1) 3-foot, short cocktail table place (1) black chair at this table. Place short pipe and drape around this area. Backdrop will be provided by Turning Point USA representatives.

Setup Details: Setup Theater for 621

Estimated Attendance: 621

Catering- None

1

Black Chairs

621

Stage Riser 6' x8'

6

Stage Stairs with Railing

2

6' Conference Room Tables

2

Black Pipe and Drape (Short)

3

Podium

1

Portable Screen- Large

2

Black Pipe &amp; Drape (Tall)

6

12' x 22'

Joe Crowley Student Union

55484Action Needed: Submit  
Details

Bookings / Details

Quantity Price Amount

**PIPE AND DRAPE MAY NOT BLOCK EMERGENCY EXITS.**

Audio/Visual Services:

Audio/Visual Notes

Presentation Media: Video

1

Sound: Only (1) speaker will be presenting at this event.

- XLR Audio output of a speaker and audience mics to back of room with clean feed
- Cat5 or Cat6 Ethernet to back of room
- Power to back of room
- Minimum network speeds of 75mbps down and 25 mbps up
- A table to set up broadcast station
- 5 microphones (hand Held)

Projector- New Short Throw (Epson)

2

Wireless Clicker

1

Tech Cart

1

Power Strips

1

Special Lighting

1

Soundboard (Large Analog)

1

Requires and AV tech. To be used usually in the ballrooms first if available.

Marketing Services:

Signage Package - Basic

1

This package includes basic building directional signage, and (1) custom poster, upon request.

1st Floor 2nd Floor 3rd Floor 4th Floor

- Turning Point USA Tickets-3rd Floor Box Office- Students: Please have Eventbrite Confirmation and Student ID ready -Off Campus Attendees: Please have Eventbrite Confirmation Ready
- (x2) [Indoor Poster]
- No Bags/Purses or Signs Permitted Into Event- Please Check All Bags On Third Floor [Portrait]
- Bag Check Arrow Pointing Left (x4) [Portrait]
- Bag Check Arrow Pointing Right (x4) [Portrait]
- There Is No Re-entry to the 4th floor. (x4) [Portrait]
- Line Starts Here Arrow Pointing up (x1) [Portrait]
- Line Starts Here arrow Pointing Left (x1) [Portrait]
- Student Tickets: Arrow Pointing Left Off Campus Community Arrow Pointing Right (x1) [Indoor Poster]



Bookings / Details	Quantity	Price	Amount
Charges - Event Personnel:			
12:30 PM - 11:00 PM Personnel Services			
Special Event - Tech - 1212(10.5 hours @ \$12.00/hr)	2	\$126.00	\$252.00
Charges - Event Personnel:			
2:30 PM - 11:00 PM Personnel Services			
Special Event - Facility Supervisor - 1212(8.5 hours @ \$12.00/hr)	1	\$102.00	\$102.00
Special Event - 1212(8.5 hours @ \$12.00/hr)	1	\$102.00	\$102.00
Charges - Event Personnel:			
4:30 PM - 11:00 PM Personnel Services			
Special Event - 1212(8.5 hours @ \$12.00/hr)	4	\$78.00	\$312.00
6:30 PM - 11:00 PM Reserved - Culture Wars with Charlie Kirk (Confirmed)			
CSU 421 - Milt Glick Ballroom Pre-function Lounge			
See Diagram/Remarks			
Operations Services:			
Tensa Barriers (Food Court)	0		
Operation Notes	1		
See diagram.			
6:30 PM - 11:00 PM Reserved - Culture Wars with Charlie Kirk (Confirmed)			
CSU 422 - Meeting Room			
See Diagram/Remarks for 15			
Operations Services:			
Black Chairs	27		
6' Conference Room Tables	1		
Operation Notes	1		
Place (3) 60-inch round table in the center of the room. Place (6) black chairs around each. Place (9) black chairs against the wall shared with Ballroom A. Place (1) skirted conference room table with (1) walk off mat near the entrance of the room.			
60" Great Room Round Tables	3		
Black Table Skirts	1		
The Student Union does not skirt tables with food. If you wish to have a food table skirted, please contact Silver and Blue Catering at 775-784-6143.			
6:30 PM - 11:00 PM Culture Wars with Charlie Kirk (Confirmed) CSU 423 - Meeting Room			
See Diagram/Remarks			
Operations Services:			
6' Conference Room Tables	1		
Operation Notes	1		
Move (2) lounge chairs, 1 coffee table and (1) couch from the JCSU 4th floor lobby. Place this furniture in the center of the room. Place (1) coatrack near the back of house entrance. Place (1) skirted conference room 6-foot table along the wall shared with 422. Place (2) chairs at this table.			
Coat Rack	1		
Furniture Move (Existing)	1		
Event Requires The Move of Existing Furniture			
Black Chairs	2		

Joe Crowley Student Union

55484Action Needed: Submit  
Details

Bookings / Details

Quantity

Price

Amount

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**Black Table Skirts**

1

*The Student Union does not skirt tables with food. If you wish to have a food table skirted, please contact Silver and Blue Catering at 775-784-6143.*

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Subtotal

\$768.00

Grand Total

\$768.00

## Invoice

### Group

Turning Point USA  
United States of America

### Invoice Number: CSU5092

Invoice Date: 10/28/2019  
Due Date: 11/27/2019  
Event Name: Culture War with Charlie Kirk  
Reservation No.: 55484

### Bookings / Details

Quantity Price Amount

#### Sunday, October 6, 2019

#### **9:00 PM - 10:00 PM Culture War with Charlie Kirk (Confirmed) CSU 419 - Milt Glick Ballroom Exclusive**

##### Charges - Event Personnel:

3:00 PM - 4:30 PM Personnel Services

Custodial Services (1.5 hours @ \$40.00/hr)	1	\$60.00	\$60.00
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#### Monday, October 7, 2019

#### **6:30 PM - 11:00 PM Culture War with Charlie Kirk (Confirmed) CSU 419 - Milt Glick Ballroom Exclusive**

Attendance: 968

##### Charges - Event Personnel:

12:30 PM - 5:45 PM Personnel Services

Special Event - Tech - 1212(5.25 hours @ \$12.00/hr)	1	\$63.00	\$63.00
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##### Charges - Event Personnel:

12:30 PM - 6:00 PM Personnel Services

Special Event - Tech - 1212(5.5 hours @ \$12.00/hr)	1	\$66.00	\$66.00
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##### Charges - Event Personnel:

2:30 PM - 6:15 PM Personnel Services

Special Event - 1212(3.75 hours @ \$12.00/hr)	1	\$45.00	\$45.00
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##### Charges - Event Personnel:

2:30 PM - 7:30 PM Personnel Services

Special Event - Facility Supervisor - 1212(5 hours @ \$12.00/hr)	1	\$60.00	\$60.00
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##### Charges - Event Personnel:

4:30 PM - 7:00 PM Personnel Services

Special Event - 1212(2.5 hours @ \$12.00/hr)	3	\$30.00	\$90.00
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##### Charges - Event Personnel:

4:30 PM - 7:15 PM Personnel Services

Special Event - 1212(2.75 hours @ \$12.00/hr)	1	\$33.00	\$33.00
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##### Charges - Event Personnel:

5:45 PM - 9:45 PM Personnel Services



## Invoice

### Group

Turning Point USA  
United States of America

### Invoice Number: CSU5092

Invoice Date: 10/28/2019  
Due Date: 11/27/2019  
Event Name: Culture War with Charlie Kirk  
Reservation No.: 55484

### Bookings / Details

Quantity Price Amount

Special Event - Tech - 1212(4 hours @ \$12.00/hr)

1 \$48.00 \$48.00

#### Charges - Event Personnel:

6:00 PM - 9:45 PM Personnel Services

Special Event - Tech - 1212(3.75 hours @ \$12.00/hr)

1 \$45.00 \$45.00

#### Charges - Event Personnel:

6:30 PM - 10:30 PM Personnel Services

Special Event - 1212(4 hours @ \$12.00/hr)

1 \$48.00 \$48.00

#### Charges - Event Personnel:

6:30 PM - 10:45 PM Personnel Services

Special Event - Facility Supervisor - 1212(4.25 hours @ \$12.00/hr)

1 \$51.00 \$51.00

#### Charges - Event Personnel:

7:00 PM - 10:30 PM Personnel Services

Special Event - 1212(3.5 hours @ \$12.00/hr)

3 \$42.00 \$126.00

Tuesday, October 8, 2019

### 12:00 AM - 12:01 AM Culture War with Charlie Kirk (Confirmed) CSU 419 - Milt Glick Ballroom Exclusive

#### Charges - Event Personnel:

7:30 AM - 7:45 AM Personnel Services

Custodial Services (0.25 hours @ \$40.00/hr)

1 \$10.00 \$10.00

Subtotal \$745.00

Grand Total \$745.00

**PAYMENT IS DUE UPON RECEIPT**

#### Instructions for Payment:

Check - Please reference the above Invoice number and/or Reservation number, make payable to the "Board of Regents" and mail to:

Joe Crowley Student Union, University of Nevada, Reno, 1664 N. Virginia Street, MS-0056,  
Reno, NV 89557, Attention: Business Manager

Joe Crowley Student Union  
University of Nevada, Reno  
Mail Stop 056  
Reno NV 89557-0074  
775-784-6505 / 775-784-1859



## Invoice

**Group**

Turning Point USA  
United States of America

**Invoice Number:** CSU5092

Invoice Date: 10/28/2019  
Due Date: 11/27/2019  
Event Name: Culture War with Charlie Kirk  
Reservation No.: 55484

**Bookings / Details**

Quantity Price Amount

Internal Purchase Orders (IPO) - Forward a blank IPO to the Joe Crowley Student Union, MS-0056, Attention Business Manager. Actual charges will be applied, account information added, then forwarded to University Accounts Payable. An email confirmation of payment and transaction report will be sent for your records.

Credit card - Payments may be made in person in the Administration Office on the 4th floor of the Student Union, or by calling 775-784-6505.

Any questions regarding this reservation should be directed to (775) 784-6505

Thank you for reserving at the Joe Crowley Student Union.

## Appendix P | Quotes & Invoices

### Parking Second Quote—this was the final quote



University of Nevada, Reno

#### Parking and Transportation Services Event Action Plan

Event Coordinator: Amy Simonds simonds@unr.edu

Revised 9/26/19

Event declined all signage and parking attendants  
requested parking on by for their staff

Event #: 20-0218  
Event Name: Culture War  
Event Date: Monday, October 07, 2019  
Event Time: 7:00 p.m. - 8:30 p.m. / Doors open at 6:30 p.m.  
Location: JCSU  
Attendance: 800  
Contact: [REDACTED] / Turning Point Club / kmoad2college@gmail.com

**Set up:** The cutoff for attendees in the room is 800. The ticket sales have no restrictions on amount reserved and therefore no clear number on amount of vehicles on campus.

**Parking:** **General Parking:**  
The event has declined to cover the cost of parking for their guests.  
All attendees will be responsible for paying for their own parking. The permit price at 5:00 p.m. is \$3. Citing will not be suspended in any areas.

The event has requested 3 reserved spaces for their staff. We will cone off three metered spaces behind the Sessions building at 6:30 a.m. The event is responsible for moving their own cones for the vehicles to park in the reserved spaces.

#### Media Parking:

Any news vehicle with an identifiable logo (e.g. Channel 2, 4, 8, etc.) does not need a permit to park on campus. News vehicles with logos are permitted as long as they park in a valid parking space. They cannot park in disabled zones, red zones and no parking zones, or specific reserved spaces. All other media vehicles must stop by the Parking and Transportation Services Department to obtain a complimentary one-day media parking permit.

**Attendant:** The event has declined all parking attendants.

**Signage:** The event has declined all signage.

Estimate of Fees:	Unit Price	Quantity	Amount
Reserved Spaces	\$ 12.00	3	\$ 36.00
Total Estimate:			\$ 36.00

Parking and Transportation Services  
1884 North Virginia Street  
Mail Stop 0254  
Reno, Nevada 89557-0254  
(775) 784-4654 office  
(775) 784-6219 fax

Processed by FSD Accounting: Date \_\_\_\_\_ Attn: \_\_\_\_\_



P.O. Box 13547  
Reno, NV 89507  
Office 775.786.1122  
Fax 775.786.2726  
FLEB 4703  
CA PTO Lic. #16693

October 3, 2019

ESTIMATE

#CWS100719

Gaby Ortiz Flores  
ASUN/ Turning Point  
1664 N. Virginia Street  
Reno, NV 89557  
Phone: (775) 682-6262  
E-Mail: [gortizflores@unr.edu](mailto:gortizflores@unr.edu)  
AP E-Mail: [REDACTED]

The estimated cost for the Culture War Security at the JCSU Ballrooms on Monday, October 7, 2019 is as follows:

Monday, October 7, 2019

5:15 P.M.-11:00 P.M.	1	Security (Sup)	\$21.00/hr	5.75 Hrs	1 Day	\$	120.75
5:15 P.M.-11:00 P.M.	9	Security	\$18.00/hr	5.75 Hrs	1 Day	\$	931.50
<b>Total Cost for Culture War Security</b>							<b>\$ 1,052.25</b>

This is the estimated cost of security for the Culture War Security. Thank you for choosing ESI Security Services, we look forward to working with you. Please call if you have any questions or require any additional information.

Sincerely,

Mike Hendi  
C.E.O.



P.O. Box 13047  
Reno, NV 89507  
Office 775.786.1122  
Fax 775.786.2726  
FILL #700  
CA PPO Lic. #16693

October 15, 2019

## INVOICE

#CWS100719

Gaby Ortiz Flores  
ASUN/ Turning Point  
1664 N. Virginia Street  
Reno, NV 89557  
Phone: (775) 682-6262  
E-Mail: [gortizflores@unr.edu](mailto:gortizflores@unr.edu)  
AP E-Mail: [REDACTED]

**The cost for the** Culture War Security at the JCSU Ballrooms on Monday, October 7, 2019 is as follows:

Monday, October 7, 2019

5:15 P.M.-10:00 P.M.	1	Security (Sup)	\$21.00/hr	4.75 Hrs	1 Day	\$	99.75
5:15 P.M.-9:00 P.M.	9	Security	\$18.00/hr	4 Hrs*	1 Day	\$	648.00

**Total Cost for Culture War Security** \$ 747.75

**Payment Due On or Before October 25, 2019**

**This is** the cost of security for the Culture War Security. Thank you for choosing ESI Security Services. Please call if you have any questions or require any additional information.

Sincerely,

**Mike Hendi**  
C.E.O.



ESI  
SECURITY SERVICES

P.O. Box 13047  
Reno, NV 89507  
Office 775.786.1122  
Fax 775.786.2726  
FILLB #700  
CA PPO Lic. #16693

## COVER SHEET

**Attention:** Giaby Ortiz Flores  
**Organization:** ASUN/ Turning Point  
**From:** ESI Security Services  
**Subject:** Culture War Security  
**Date:** October 3, 2019  
**Pages:** 2

**Comments:** Invoice #CWS100719 Please respond by Thursday, October 3, 2019.

Please review the following information and let us know if it meets your needs. If you agree with the following estimate please sign below and return to us via fax (775)786-2726 or email. We will begin scheduling your event after we receive confirmation from you. The hours we accept returned estimates are Monday through Friday, 8:30 A.M. to 4:30 P.M. If you require immediate services after business hours, please call (775) 626-3000 to set up services.

Thank you

☐ I approve the estimate and authorize ESI Security Services to provide security for my event (please note that we require 24 hour written cancellation notice. If you provide less than 24 hours notice of cancellation or fail to provide notice of cancellation, you may be charged for your services.):

Print

Sign

Title

Date

UNR Faculty Advisor

Name of Person Officers are to Report to:

Cell Phone Number for Questions or Emergencies:

Please describe officer duties: Bag checks please

\*\*\*PLEASE NOTE, WE WILL NOT SCHEDULE YOUR EVENT UNLESS  
WE RECEIVE THIS RETURNED COMPLETED AND SIGNED\*\*\*





## University of Nevada

Wolf Pack Athletics  
Legacy Hall Mail Stop 232  
Reno, Nevada 89557  
(775) 784-6900 Fax (775) 784-4497

## INVOICE

INVOICE NO: 2020-3  
DATE: 10/7/2019  
Due Date: Due upon receipt

Attention: Center for Student Engagement  
Gaby Flores

QUANTITY	DESCRIPTION	UNIT COST	AMOUNT
64	Barricade Rentals	\$15.00	\$960.00
TOTAL DUE			\$960.00

**Thank you for your support of Wolf Pack Athletics!**

